



## USER MANUAL (DEFECT) MANUAL PENGGUNA (LAPORAN KEROSAKAN)

PROPKITA SYSTEM DASHBOARD

Dwibahasa

## Tutorial 5

Click on the **Defect** tab on the left. Once clicked, the Defect dashboard will be displayed. Next, click on **View**.

Klik pada tab **Defect** di sebelah kiri. Setelah diklik, papan pemuka Defect akan dipaparkan. Seterusnya, klik pada **View**.

			Defects Hello, Super Adm	hin					Tues	12:11:26 PN day, 26 November 202
•	Dashboard		🕼 Demo Prope	rty Indonesic	2	- c				
±	Resident Verificati	on	What are you lo	oking for?		Unit Number		Action	s Panel	
,	Vacant Possession	,	Q. Search for lot	number		A Search for unit number	т . <del>Т</del>		Export Excel	Report
♠ %	Defects	Ĵ	Defects List	Items Sun	nmary Reports	Summary				
0	Facility	~	Block	Unit	Lot Number	Latest Submission	Open Acc	De	In Progress Compl	Action
۰	Access	~	Block A	A-1-3	AA1133	21 Nov 2024, 02:20 PM	7	. 2	1 4 2 0	View
*	Bug Report		Block A	4-2-2	45343	17 041 2024 05-10 84	2			Mier
•	Enquiry	~	DIOCK A	A-2-2	nusae	17 OCT 2024, 00.10 PM	3			
2	Task	~						Rows per page	10 ¥ 1-2 of 3	
4	Survey									

A list of defect reports for one unit will be displayed. After that, click on **View** to see the defect cases/items.

Senarai laporan kerosakan untuk satu unit akan dipaparkan. Setelah itu, klik pada **View** untuk melihat kes/item defect.

	-			C	Super Admin .
Defects Report	s A-1-3, Block A				0
			Open Accep	Assigned In Progress Co	mpleted Closed
	id	Submission Date	Stotus	Action	
	DF-000011-2411-AA1133	26 Nov 2024, 12:24 PM	1 0 0 0 0 0	View Export PDF Ex	port Excel
	DF-000010-2411-AA1133	21 Nov 2024, 02:20 PM	0 1 0 0 0 0	View Export PDF Ex	port Excel
	DF-000009-2410-AA1133	23 Oct 2024, 12:16 PM		View Export PDF Ex	port Excel
	DF-000008-2410-AA1133	23 Oct 2024, 12:08 PM	0 0 0 1 0 0	View Export PDF Ex	port Excel
	DF-000007-2410-AA1133	23 Oct 2024, 12:01 PM	0 0 0 1 0 0	View Export PDF Ex	port Excel
	DF-000005-2405-AA1133	24 May 2024, 10:34 AM		View Export PDF Ex	port Excel
	DF-000004-2405-AA1133	23 May 2024, 04:34 PM		View Export PDF Ex	port Excel
	DE-000003-2405-441133	23 May 2024 04-18 PM		Niew Expert PDE	nort Excel
	DF-000003-2405-AA1135	20 100 2024, 04.10 PM			
			RU		× 2



On the **Open/New** tab, select the defect cases and then click on the **Accept** button.

Pada tab **Open/New**, pilih kes kerosakan dan kemudian klik butang **Accept**.

		=					Ô (	<b>_</b> %	Super Admin _
		Defects Def Hello, S	ects uper Admin					т	12:25:14 PN
Defects Case	es/Item	s A-1-3	3, Block A						8
÷									
	*oging start Open/	from accep	ted defect item until completed Accepted Assigned	In Progress	Completed Closed				
		No.	Ticket Number	Image	Title	Submited at	Aging	Action	
		L	DF-000011-2411-01		Bathroom 3 > Electrical > Malfunct Rosak	tion 26 Nov 2024, 12:24 PM	0 Days	View	
					Accept (1)				
	^					Roy	vs per poge:	10 × 1-3	tof 2 < >
Pl Contraction	1								

After that, on the **Accepted** tab, select the defects that have been accepted. Then, click on the **Assign** button.

Selepas itu, pada tab **Accepted**, pilih defect yang telah diterima. Kemudian, klik butang **Assign**.





Select an **assignee** to assign the defects. Once assigned, click on **Submit**. Pilih **orang yang akan diberikan tugas** untuk mengendalikan kerosakan tersebut. Setelah ditugaskan, klik pada **Submit**.



You can then display the details by clicking on the **View** button.

Kemudian, anda boleh memaparkan butiran dengan klik pada butang **View**.





On the Items Summary tab, users can view a summary of unit defect items.

Pada tab **Ringkasan Item**, pengguna boleh melihat **ringkasan item kerosakan unit**.



The **Reports Summary** provides users with **statistics on defects**. **Ringkasan Laporan** membolehkan pengguna melihat **statistik kerosakan**.





## 2 - Defect

## Click on the **Task List** tab. Then, click on **View**.

Klik pada tab **Task List**. Kemudian, klik pada **View**.

	Vocont Possession		Tosk / Tosk List						
	FOCULLY FORDERING		Task Lis	st				12	2:27:03 PN
ŵ	Defects	1	Hello, Super Adr	nin				Tuesd	ay, 26 November 20
*	Maintenance	~							
40	Facility	~	Demo Prope	rty Indonesio		c			
۰	Access	~	What are you lo	oking for?		Unit Number		Actions Panel	
*	Bug Report		Q, Search for lot	number		A Search for unit number	т . <b>Т</b>	Export Excel R	eport
•	Enquiry	~							
٥	Task	~	Unit List To	sk List I	tems Summary				
	Task Dashboard	a -					Open Acce	Assigned In Progress Comple	ted Closed
			Block	Unit	Lot Number	Latest Submission	Defect Reports	Defect Cases	Action
4	Survey		Block A	A-1-3	AA1133	26 Nov 2024, 12:24 PM	8	0 2 2 4 2 0	View
Ħ	Marketplace		Block A	A-2-2	н5342	17 Oct 2024, 05:10 PM	3	0 0 1 3 0 0	View
	Gate Pass	~							
	Community	~						Rows per page: 10 + 1-2 of 2	< >
*		~							
*	Property								

You can click on **View** button to view **task item**.

Anda boleh klik pada butang **View** untuk melihat **butiran tugas**.

20 Resident Verification	=				00.0	Super &dmin _
Defects Report	s A-1-3, Block A					0
			Open Accept	ed Assigned In Progress	Completed Closes	1
	Id	Submission Date	Status	Action		
	DF-000011-2411-AA1133	26 Nov 2024, 12:24 PM	0 0 1 0 0 0	View Export PDF	Export Excel	
	DF-000010-2411-AA1133	21 Nov 2024, 02:20 PM	0 1 0 0 0 0	View Export PDF	Export Excel	
	DF-000009-2410-AA1133	23 Oct 2024, 12:16 PM	0 0 0 0 1 0	View Export PDF	Export Excel	
	DF-000008-2410-AA1133	23 Oct 2024, 12:08 PM	0 0 0 1 0 0	View Export PDF	Export Excel	
	DF-000007-2410-AA1133	23 Oct 2024, 12:01 PM	0 0 0 1 0 0	View Export PDF	Export Excel	
	DF-000005-2405-AA1133	24 May 2024, 10:34 AM	0 0 0 0 1 0	View Export PDF	Export Excel	
	DF-000004-2405-AA1133	23 May 2024, 04:34 PM	0 0 0 2 0 0	View Export PDF	Export Excel	
	DF-000003-2405-AA1133	23 May 2024, 04:18 PM	0 1 1 0 0 0	View Export PDF	Export Excel	
			Row	rs per poge: 10 + 1-8	of 8 < >	
Energy Mona						



Click on **In Progress** button to start the task.

Klik pada butang **In Progress** untuk memulakan tugas.

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	Task / Task List	ist						12:27:51
Defects	Helio, Super A	amin						Tuesday, 26 Novemb
Delects Cuse	es/items A-1-3, bio							
÷								
	*aging start from accepted defe	ct item until completed						
	Open/New Accep	ted Assigned I	n Progress Completed	Closed				
	No. Ticket Number	Image	Title	Accepted at	Assigned at	Aging	Action	
	1. DF-000011-24	111-01	Bathroom 3 Electrical Malfunction Rosak	26 Nov 2024, 12:25 PM	26 Nov 2024, 12:25 PM	0 Days	In Progress View	
	~					Post	veronner 10 v	1-2012
	~					NUNS		
	~							
	~							

After that, click on **Complete** button after completing the task. Setelah itu, klik pada butang **Complete** setelah menyelesaikan tugas.





Attach an **image (Compulsory)** and remarks. Then, click **Confirm**. Lampirkan **imej (Wajib)** dan butiran. Kemudian, klik **Confirm**.

20 Resident Verification	=			3	20 4	Super Admin
🚉 🗸 Visitor Approval						
P Vacant Possession	Task List					12:29:30 PM
Defects	Hello, Super Admin					
Defects Cases/Ite	ems A-1-3, Block A	Complete Task	0			0
÷		Misaligned				
"aging	start from accepted defect item until c					
Ope	en/New Accepted As	Rectification Images				
			O files (O B in total)			
	No. Ticket Number	Remarks		Aging	Action	
	l. DF-000008-2410-01	Enter Remorks		34 Days	Complete View	
			Â			
🗐 Gote Poss 🗸 🗸			Concel Confirm			
🚰 Community 🗸 🗸				Rows per poge	⊧ 10 ¥	
📕 Property 🗸 🗸						
🥊 Energy Mana 🗸 🗸						

Completed defects will be displayed here. User can view the task details by clicking on **View**.

Kerosakan yang telah diselesaikan akan dipaparkan di sini. Pengguna boleh melihat maklumat tugasan dengan mengklik pada **View**.

										Q	<b></b> 3	Q Super Admin _
				Task List Hello, Super Admin								12:30:37 PM Tuesday, 26 November 2024
1	Defects Case	es/It	ems	A-1-3, Block A								0
÷												
		*ogin(	g start fr	rom accepted defect item ur	til completed							
		Op	en/N	ew Accepted	Assigned In Progress	Complete	Closed					
			No.	Ticket Number	Title	Accepted at	Completed at	Aging	Image Before	Image After	Action	
			L	DF-000009-2410-01	Bedroom 4 Electrical Switches misaligned Misaligned	23 Oct 2024, 12:18 PM	23 Oct 2024, 12:20 PM	0 Days			View	
.In	Gate Pass	×	R.									
										Rows per page:	10 - 1	-2 of 2 ( )
۴	Energy Mana	~										



This page displays **a list of defects** from the **block** across **different units**. When the user clicks the **Action** button, they are automatically redirected to the **Unit List** tab, where the contents are **filtered** based on the **selected block**.

Halaman ini memaparkan **senarai kerosakan** dari **blok** dengan **unit-unit yang berbeza**. Apabila pengguna mengklik butang **Action**, mereka akan diarahkan secara automatik ke tab **Senarai Unit**, iaitu kandungan akan **ditapis** mengikut **blok yang dipilih**.

visitor A	provoi		Series Summary		
Vacant P	ossession	Name	Defect Number	Aging from Assigned	Action
Defects		Block A (A-1-3)	DF-000011-2411-AA1133	26 Nov 2024 (0 days)	e
& Mainten	ance 🗸	Block A (A-2-2)	DF-000002-2404-H5342	26 Nov 2024 (0 days)	e
Facility					
Access		Block A (A-1-3)	DF-000009-2410-AA1133	23 Oct 2024 (34 days)	Ce de la constante
E Bug Rep		Block A (A-1-3)	DF-000008-2410-AA1133	23 Oct 2024 (34 days)	ಆ
Enquiry		Block A (A-1-3)	DF-000007-2410-AA1133	23 Oct 2024 (34 days)	e
Task		Block A (A-2-2)	DF-000006-2410-H5342	23 Oct 2024 (34 days)	e
• Taski	list	Block A (A-2-2)	DF-000001-2402-H5342	23 Oct 2024 (34 days)	6
Survey		Block A (A-1-3)	DF-000005-2405-AA1133	24 Jun 2024 (155 days)	e
Marketpl	oce	Block A (A-1-3)	DF-000004-2405-AA1133	24 Jun 2024 (155 days)	<b>e</b>
l Gate Pas					
Commun		Block A (A-1-3)	DF-000003-2405-AA1133	5 Jun 2024 (174 days)	e
Property				Rows per page: 50 v	1-12 of 12 < >
Energy N	iana_ 🗸				

On the **Items Summary** tab, users can view a **summary of unit defect items**. Pada tab **Ringkasan Item**, pengguna boleh melihat **ringkasan item kerosakan unit**.



